

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST HANOI	2. AGENCY Department of State	3a. POSITION NO. K0003802 (A71-025)
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes
 ☒ No

4. REASON FOR SUBMISSION

☒ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☒ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority RSC-EAP-PCD	Cultural Affairs Assistant, FSN-6005	FSN-8	NM/KK	08/16/2021
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)
 Fulbright Program Assistant - U.S. Program

7. NAME OF EMPLOYEE

8. MISSION
 US Embassy Hanoi

b. Second Subdivision
 Fulbright Program

a. First Subdivision
 Public Affairs Section

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

 Typed Name and Signature of Employee Date(mm-dd-yy)

 Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

 Typed Name and Signature of American Supervisor Date(mm-dd-yy)

 Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the supervision of the Fulbright Program Director, the Fulbright Program Assistant – American Programs provides day-to-day management of the U.S. Embassy-sponsored Fulbright Programs, primarily U.S. Student & Senior Scholar programs, U.S. Senior Specialist program, and Regional U.S. Scholar program.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

1. U.S. Grantee Programs: Manages the Scholar Program, the Student Program, the Senior Specialist Program, the Regional Scholar Program, and the Alumni Initiative Award to support the ultimate goal of mutual understanding. Acts as primary Vietnam-based point of contact for all U.S. grantees, and as primary point of contact for U.S. Fulbright-program related inquiries from Vietnamese institutions. Solicits and reviews requests from Vietnamese hosts for U.S. Scholars (senior and regional) and Specialists. Assists Director in reviewing applications for the U.S. Fulbright and Fulbright-Hays programs, creating a shortlist of candidates, and locating appropriate host institutions. Solicits and reviews proposals for Fulbright Alumni Initiative Awards. 55%
2. Occasional Lecturing Plans: Acts as liaison between U.S. Scholars (in-country and regional) and Vietnamese/foreign hosts for Occasional Lecturing Programs. 5%
3. Publications and Materials for grantees: Edits and updates orientation booklet to distribute to U.S. Fulbright grantees. Contributes to quarterly English-language Fulbright newsletter. Prepares Program's promotional packages. 5%
4. Conferences, Orientations, Seminars and workshops: Organizes in-country orientation sessions for U.S. grantees. Organizes evaluation sessions for Vietnamese host institutions. Organizes 2 annual Enrichment Seminars for U.S. Fulbright grantees. Administers grants for Fulbright-supported conferences and seminars in Vietnam. Organizes 2-3 Open Forums and cultural exchange programs per year at Vietnamese institutions. 20%
5. Alumni activities: Assists with Fulbright alumni activities in Vietnam. Acts as a primary point of contact for all U.S. alumni. 5%
6. Other duties: Coordinates visa application process for U.S. grantees. Compiles English-language reports on all activities. Assists the Director with budget planning and maintaining the master schedule. Other duties to be determined by Fulbright Program Director and U.S. Embassy Hanoi. 10%

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties and assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education**

University degree in education, American Studies, international relations, communications, marketing or local equivalent is required.

b. Prior Work Experience

A minimum of three years of progressively responsible experience in a multinational educational or cultural work environment is required, with education, communication, marketing and public outreach duties as significant parts of the job.

c. Post Entry Training

The incumbent will require training at an EAP regional post during the first year and Washington training in a subsequent year. The following online courses are required during the first year:

PY204 Foundational Seminar for Public Diplomacy LE Staff

PY 207 Public Diplomacy Training for Public Diplomacy LE Staff

PY331 Managing Public Diplomacy Resources at Post

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 4 (Fluent) Speaking/Reading/Writing in English is required.

Level 4 (Fluent) Speaking/Reading/Writing in Vietnamese is required.

e. Knowledge

Certain knowledge of U.S. and Vietnamese higher education, direction and processes; understanding of Post's exchange programs, policies, and practices.

f. Skills and Abilities

Ability to plan, organize, and implement Post's Fulbright exchange programs. Ability to establish and maintain individual contacts with key officials. Ability to draft reports, program materials in both English and Vietnamese. Ability to work effectively with other PAS staff members to maximize programming effectiveness. Excellent computer skills.

16. POSITION ELEMENTS

a. Supervision Received

PAS Fulbright Director provides direct supervision on a daily basis in oral and written form, and is responsible for review of work.

b. Available Guidelines

Candidate may use the Fulbright Program written guidelines, the FAM (with some interpretation), and Fulbright Director may provide broad guidelines on special projects.

c. Exercise of Judgment

Extensive in identifying and maintaining key working contacts within target audiences.

d. Authority to Make Commitments

Candidate can make commitments only upon discussion with the Fulbright Director.

e. Nature, Level and Purpose of Contacts

Must establish and maintain contacts with key Vietnamese cultural, education and governmental officials, university administrators, scholars and leaders in educational exchange institutions.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year